

TOWN OF ALLENSTOWN  
Select Board  
16 School Street  
Allenstown, New Hampshire 03275  
May 11, 2015

**Call to Order.**

The Allenstown Select Board Meeting for May 11, 2015 was called to order by Mr. Gryval at 6:00p.m.

**Roll Call.**

Present on the Board: Jason Tardiff, Jeff Gryval, and Kate Walker.

**Others Present**

Residents of Allenstown:

Others Present: Nicholas Haas; Tyler Technologies.

Other Public Officials: Larry Anderson, Sewer Commission; Andrea Martel, Sewer Commission; Carl Caporale, Sewer Commission and Dana Clement, Sewer Commission.

Allenstown Staff: Shaun Mulholland, Town Administrator; Donna ?, AFD; and Diane Demers, Finance Director.

**Citizens Comments: N/A**

**Report of Accounting Software Study and proposed solution**

Mrs. Demers stated their accounting software is BMSI which is a DOS based program they have been using for 25 years. She stated they have two programs; Accounts Payable program and afunds based program. She stated they talk to each other but they can't access information from the accounting program to get information from the accounts payable without leaving the program. She stated they also don't have a fixed assets program, purchase order program, can't store documents, can't do miscellaneous invoicing or track projects.

Mrs. Demers stated the depreciation for fixed assets doesn't work with BMSI. She stated the purchase order program doesn't allow for them to email purchase orders to be signed off on. She

stated they have been working on the miscellaneous invoicing for her for two years and she has yet to see anything. She stated being able to do the miscellaneous invoicing would allow her to see what invoices are out there for her to collect. She project tracking would allow them to track things like construction projects.

Mrs. Demers stated they have to export the budgets to excel to be able to send it to the departments. She stated they also can't do multiyear budgets in BMSI. She stated they also have a limited number of licenses and the reports are limited as to customization.

The Chair asked Mrs. Demers if it is her plan to move the budgeting into a new piece of software and move the budgets out of Excel. Mrs. Demers stated they are looking to move the budgeting out of Excel.

Mrs. Demers stated they created an RFP which was sent out to municipal software companies. She stated they set up three demonstrations. She stated two programs impressed them in which they visited towns which use the programs to see how they work. She stated the Tyler software cost was more cost effective than BS&A. She stated the two programs are very similar so it wasn't worth it to do the BS&A software.

Mr. Haas stated the software was designed by an accountant in NH who did municipal accounting for small towns. He stated one out of every five municipalities on the country uses their products. He stated they have around 70 software programs aligned with the public sector with over 36 years of experience. He stated the Town of Merrimack and City of Dover uses their software. He stated it is scalable and easy to use. He stated it is comprehensive enough to bring them to what they need should their needs change throughout time.

Mr. Haas stated they offer software for life so the purchase is a one-time purchase. He stated if they come out with new software they don't charge for it and just ask for them to pay the annual maintenance fee.

Mr. Haas showed the Board a demonstration of the software. He explained the security of the software allows them to restrict access for each person based on what they need to see and how they need to participate. He stated each department will have their own cost center without looking at other departments. He stated they can assign different privileges such as purchase order approvals. He stated the software is HIPPA complaint.

Mr. Haas stated with the software they can see what their budget is, what they have spent year to date, encumbrances, and what their totals are if they embrace electronic purchase orders. He stated they can also see what is out there and waiting to be approved. Mrs. Demers explained

encumbrances are basically a purchase order for them. Mr. Haas stated the software will be able to tell them what the budget balance is.

The Chair asked if it can break things down line by line. Mr. Haas stated it can break things down line by line as well as by budget. He stated if they look at purchase encumbrances they can look at what the planned purchases are.

Mr. Haas stated the software is easy to use in creating reports and the report can be customized. He stated they can easily put the data in excel if they want to. He stated they can also convert it into an html file to share on the website or send out the reports via email.

Mr. Haas stated when they are working with budgets they can create templates for the budgets. He explained the departments can submit the budgets as templates with columns for multiple years. He stated they can attach notes and documents to the budget. The Chair asked if they were to use this with department heads and they were working on the budgets in the software would the Select Board be able to look at the budgets from time to time. Mrs. Demers stated as long as they have access they would be able to see the budgets as they are being worked on.

Mr. Mulholland stated they will have multiple years showing on the budgets and can project out for the next few years. Mrs. Demers stated the Select Board can have a column for their budget should it be different than the department head's budget.

Ms. Walker asked if they were to keep three years prior showing on the budget where the fourth year would go. Mr. Demers stated the information stays there however they can say rather they want to see it on the budget or not.

Mr. Haas stated the software was designed in sequel which allows them to roll up the database and close out the year. He stated they will be able to go back and look at the previous years should they want to.

Mrs. Demers asked Mr. Haas to show the Select Board how they can see what made up an expenditure line. Mr. Haas showed them how to see the detail behind the expenditure including the purchase order attached to the expenditures. Mrs. Demers stated the invoices would go into the software, send them out for approval, and then to accounts payable.

Mr. Caporale asked if they plan on imaging all their invoices. Mrs. Demers stated they do it now. She stated they would also be able to put in any contracts and the warranties.

Mr. Anderson if the department heads wanted to go in and raise the budget by 1.5% could they do that. Mr. Haas stated they can go in and raise the budget by 1.5%.

Mr. Caporale asked what is involved with the conversion of the data. Mr. Haas stated it is 100% converted by Tyler. He stated they will come in and see what data the town wants and map over their old account structure to the new account structure. He stated they also have the ability for zip files for archive purposes. Mr. Caporale asked how many years they are looking at going back. Mrs. Demers stated they are looking at going back five years and anything older can be archived in the zip file.

Mr. Caporale asked how long the conversion will take for five years. Mr. Haas stated it would take about a week. He stated they have done a few conversions from BMSI. He stated they minimize the amount of conversion work Mrs. Demers would have to.

Mr. Anderson asked what the training time would be. Mr. Haas stated it would take about three months. Mrs. Demers stated they can convert it at any time.

Mr. Tardiff asked if the software does payroll. Mr. Haas stated it does payroll which they can see without having to implement it. He stated they can go to an account and see the employees attached to it. He stated they can see salaries as well as next year's step increase. He stated they could also change the salary increase to all the employees in the account all at once.

Mr. Caporale asked if it allows the modeling to do into the separate system or does it make the change into the budget. Mr. Haas stated it makes the change for what it being worked on but they can have multiple budget templates. He stated once they decide to use a particular budget the software will roll it into the rest of the budget.

Ms. Walker asked if they can specifically apply increases to those who get them should not everyone get the increase. Mr. Haas stated you can go in and apply it to the individual increase. Mr. Haas stated each department can create their own budget without affecting each other.

Mr. Caporale asked how it works with the electronic approval software. Mr. Haas stated it is all integrated in the Tyler software. Mrs. Demers stated this will eliminate double entry. Mr. Mulholland also stated each department head can go in and see what he needs to approve. Mr. Haas stated they can roll out the hierarchy based on the individual account.

Mr. Anderson asked if they have ever done a Sewer Department. Mr. Haas stated they have done a few departments. He explained in their department an employee may work three different pay types in one day. Mr. Haas stated they would be able to charge the different pay types to different accounts. He stated they have a utility billing program specifically for water and sewer departments.

Mr. Haas stated when a department head goes to put in a requisition the software will check the budget and tell them if they are going to overspend the budget line. He stated this eliminates the need for all the paperwork to go to the department heads to tell them where their budget is at. He stated they can setup budget control groups and it will check the bottom line to the budget.

Mrs. Demers stated the software will flag things and at a certain level tell them if it needs to be added to the fixed assets. She stated they can attach their contracts and warranties to the assets so everything is in one spot.

Mr. Anderson asked if they can send things electronically to the auditors. Mrs. Demers stated they could give them a login. Mr. Mulholland stated for 2015 the auditors shouldn't have to come in because everything is electronic.

Mr. Caporale asked what data is stored locally. Mr. Haas stated all the data would be locally stored here and they would set the server to do backups. He stated they do offer offsite backup if they wanted to. Mr. Caporale asked if there was a reason they wanted to do local. Mr. Mulholland stated they want to do local because they are on the cloud.

The Chair asked how this will affect the Assessor. Mrs. Demers stated it will not as she will not use this. She stated the Assessing Department using Avatar.

Ms. Walker asked how easy it will be to fix errors which are made during the learning process of the software. Mr. Haas stated they can correct sequel tables and they can reset them if needed. He stated they can also see all the steps of who did what. He stated Helpdesk can find where the error occurred and how to fix it. Mrs. Demers stated all the other towns told her the Helpdesk is very helpful and great at helping fix the issue.

Mrs. Demers asked Mr. Haas to show the project tracking program. She stated she thinks the escrow accounts would work well until it. Mr. Haas stated they will be able to track all their grants and projects. He stated they can assign all their purchases to any project. He stated they can also pull a report for the project across fiscal years. Mrs. Demers stated as an escrow comes through they can assign it to a project and give them better tracking on the project.

Mr. Haas stated they can save the format of the report so they can go back and look at it the same each time they go in.

Mrs. Demers stated she thinks this program would save them a lot of time as far as not duplicating the Accounts Payable system and everything will be saved in one spot. Mr. Mulholland stated when they get a payment schedule they will be able to put the payments in for years coming and budget the item ahead.

Mrs. Demers stated as the department heads make budgets and notes as to why they want those amounts in the lines can the Select Board make comments to the department head's notes. Mr. Haas stated they Select Board can go in and make notes as well.

Mr. Anderson asked if this can go electronically to the Budget Committee. Mr. Mulholland stated they can send it out electronically or send them a link to the website.

Mr. Clement asked if they could set the Sewer Department up separate from the town. Mr. Haas stated they would have to do a separate database. He stated he thinks the Fund Balance software would work well for them. He stated all of their products are compatible in some way.

Mrs. Demers stated there is another program called Positive Pay which they are not doing right now. She explained they would send a file to the bank showing the checks they are creating and therefore should be the only checks cashed.

Mr. Caporale asked if doing a separate setup for the Sewer Department would add a separate cost. Mr. Haas stated it would add more cost for the separate setup. He stated they could integrate certain things with the town's database.

Ms. Walker asked if Ms. Martel and Mrs. Demers get payments will they be able to see payments have been received so they don't send multiple bills to residents. Mr. Caporale stated when it goes to a lien it leaves the Sewer and goes to the Town. Ms. Walker stated some residents have received a lien and paid the bill but the Town Hall didn't know and sent out a lien. Mrs. Demers stated Ms. Rogers is on Avatar so no she won't be able to see if the bill has been paid to the Sewer Department.

Donna asked if there would be an administrator who would assign different users and levels. Mrs. Demers stated there will be an administrator.

Mrs. Demers stated as soon as they decide to buy the program the implementation will take about three months. Mr. Haas stated once they do all the paperwork a project manager will be assigned to them. He stated the project manager will go over a timeline. Mrs. Demers stated she would like to be live by October. There was further discussion of the implementation process and the time it should take.

The Chair asked what is the quickest time they would get it up and running if the Board were to approve this tonight or next week. Mr. Haas stated he doesn't want to misspeak and the project manager will be able to work out a timeline for them. He stated they can get the conference call with the project manager going pretty shortly after the paperwork is completed.

Mr. Mulholland stated the Sewer Department doesn't need to decide if they want to do this or not however, it is going to cost them each time they have to do training so they want to minimize the cost as much as possible.

The Chair asked what the Select Board wishes to do on this. Mr. Mulholland stated they haven't discussed the cost for the Sewer yet because they weren't sure Sewer would want to do this. The Board determined to table this until next week to vote on this.

The Chair called a recess at 7:10pm.

The Chair called the meeting back from recess at 7:20pm.

**Non-Public Session in accordance with the provisions of RSA 91-A: 3, II (a)**

Motion. The Chair made a motion to go into non-public session under RSA 91-A: 3, II (a) at 7:21pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 9:02pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous non-public session minutes because it may adversely affect a person other than a member of this Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to appoint Donna Gryval as Deputy Emergency Management Director effective May 11, 2015 to June 1, 2016. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 9:04 pm.

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TOWN OF ALLENSTOWN  
SELECTBOARD  
PUBLIC MEETING MINUTES

May 11, 2015

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**Signature Page**

<b>Original Approval:</b>	
	05/15/2015
JEFFREY GRYVAL, Chair	DATE
	05/19/2015
JASON TARDIFF, Member	DATE
	05/20/2015
KATE WALKER, Member	DATE

<b>Amendment Approvals:</b>		
Amendment Description:	Approval:	Date:
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE

# Signature Certificate

 Document Reference: G64J5NIYE3RMKLRUFR8PF9

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**Kate Walker**  
Party ID: 75JSTFJ4S4H5NI9JE32ZYC  
IP Address: 65.175.133.144  
**VERIFIED EMAIL:** kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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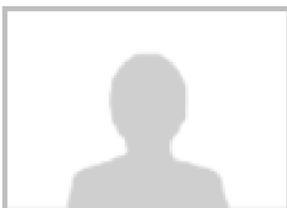


**Jason Tardiff**  
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Digital Fingerprint Checksum

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**Jeffrey Gryval**  
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Electronic Signature:

Multi-Factor  
Digital Fingerprint Checksum

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## Timestamp

2015-05-20 10:51:15 -0700  
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2015-05-20 10:50:59 -0700  
2015-05-19 11:27:41 -0700  
2015-05-19 11:27:26 -0700  
2015-05-15 04:43:38 -0700  
2015-05-15 04:42:10 -0700

## Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.  
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144  
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144  
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198  
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198  
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.115  
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